DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

Canc: Jun 2013
IN REPLY REFER TO

BUMEDNOTE 6010
BUMED-M3B1
5 Jun 2012

BUMED NOTICE 6010

From: Chief, Bureau of Medicine and Surgery

Subj: CODING QUESTIONNAIRE FOR INTERNATIONAL CLASSIFICATION OF
       DISEASES, REVISION 10

Ref: (a) BUMED ltr Ser M3/5 PPM/11UM3/58583 of 9 Dec 2011
       (b) BUMED ICD-10 Education and Training Work Team Charter of 9 Jan 2012
       (c) BUMED ICD-10 Coding Work Team Charter of 9 Jan 2012

Encl: (1) International Classification of Diseases, Revision 10 (ICD-10) Human Resources
            (HR) Scheduler Instructions

1. Purpose. To implement Navy Bureau of Medicine and Surgery's (BUMED) Health
Information Management (HIM) International Classification of Diseases, Revision 10, (ICD-10)
Project Management Office (PMO) Coder Role Identification Questionnaire, NAVMED
6010/17, of the ICD-10 Human Resources (HR) Scheduler.

2. Scope. This notice applies to all Navy Medicine Region Commands and Medical Treatment
Facilities (MTFs).

3. Background

    a. Transition to ICD-10 presents major and significant changes to clinical, business, and
information management/information technology operations and activities across Navy
Medicine. Consequentially, ICD-10 implementation necessitates an integrated and coordinated
project management approach to ensure all impacted resources are adequately prepared and
trained. The HR Scheduler, a Web-based tool developed by the BUMED HIM ICD-10 PMO,
will be used to complete NAVMED 6010/17, Coder Role Identification Questionnaire, to allow
appropriate assignment and scheduling of necessary ICD-10 coder education and training.

    b. References (a) through (c) provide additional details on the BUMED HIM ICD-10 PMO
and approved activities for the Education and Training and Coding Work Teams.

4. Actions. The following actions must be taken to ensure appropriate assignment and
completion of coder role-based education and training to be conducted at the MTFs:

    a. Deputy Chief, Medical Operations (BUMED-M3) and Deputy Chief, Total Force
(BUMED-M1) will oversee the ICD-10 HR Scheduler and NAVMED 6010/17.

b.   Navy Medicine Region Commands shall provide execution support necessary to ensure all subordinate MTFs complete NAVMED 6010/17, for coders no later than 15 June 2012. Additionally, Navy Medicine Region Commands shall ensure compliance with the reporting requirements for new coder staff as outlined in enclosure (1).

c.   MTF commanders, commanding officers, and officers in charge shall ensure HIM coding supervisors and/or medical record administrators use the ICD-10 HR Scheduler to complete NAVMED 6010/17, for all coders current staff no later than 8 June 2012. Furthermore, HIM Coding supervisors and/or medical record administrators shall continue to use the ICD-10 HR scheduler to respond to the questionnaire for new staff.

5. My points of contact for this matter can be reached by e-mail at: HRSchedulerHelp@med.navy.mil.

6. Form. NAVMED 6010/17 (5-2012), Coder Role Identification Questionnaire is an electronic form integrated into the ICD-10 HR Scheduler and accessible at the following Web site address: https://edq.med.navy.mil/schedule/.

//S//
M. L. NATHAN

Distribution is electronic only via the Navy Medicine Web Site at: http://www.med.navy.mil/directives/Pages/default.aspx

**INTERNATIONAL CLASSIFICATION OF DISEASES, REVISION 10 (ICD-10)
HUMAN RESOURCES (HR) SCHEDULER INSTRUCTIONS**

The HR Scheduler is a web-based tool that assists in identifying key stakeholders impacted by the ICD-10 transition and allows the scheduling of role-based training. The HR Scheduler was developed in response to the absence of current Navy or Department of Defense (DoD) personnel systems capable of providing the level of granularity needed to support role-based training assignments. Therefore, Health Information Management (HIM) coding supervisors and/or medical record administrators (MRA) must complete NAVMED 6010/17, Coder Role Identification Questionnaire, contained within the HR Scheduler to verify specific roles and functions.

1. <u>Roles and Responsibilities</u>. The roles and responsibilities of Bureau of Medicine and Surgery (BUMED), Navy Medicine East, Navy Medicine West, Navy Medicine National Capital Area, Navy Medicine Support Command, and medical treatment facilities (MTFs) are outlined below:

   a. <u>Deputy Chief, Medical Operations (BUMED-M3) and Deputy Chief, Total Force (BUMED-M1) shall</u>:

     (1) Communicate HR Scheduler and coder questionnaire requirements to Navy Medicine Information Systems Support Activity (NAVMISSA) and oversee development.

     (2) Develop guidance for and oversee enterprise-wide compliance with the deployment and timely completion of coding questionnaire.

     (3) Oversee the trouble ticket process, ensuring the timely resolution of system issues.

     (4) Work with the Navy Medicine Region Commands to design and implement issue remediation strategies, as needed.

   b. <u>Navy Medicine East, Navy Medicine West, and Navy Medicine National Capital Area</u>. Ensures the timely completion of the coding questionnaire by all constituent MTFs, to include the provision of system training, monitoring compliance and progress to completion, and serving as a point of contact (POC) for system issues, escalating issues to BUMED, as necessary.

   c. <u>NAVMISSA</u>

     (1) Support BUMED with the development of the HR Scheduler, to include the coder questionnaire, and related guidance.

     (2) Ensure the availability of technological support necessary to address system issues and ensure the system continues to meet the needs of the BUMED ICD-10 Project Management Office (PMO) throughout the duration of the ICD-10 transition.

 d. MTFs

  (1) MTF commanders, commanding officers, officers in charge, and patient administration officers shall ensure the appropriate HIM coding supervisors and/or MRAs are tasked with completing the questionnaire for all of the listed staff members.

  (2) MTF HIM coding supervisors and/or MRAs are responsible for completing the questionnaire for all of the listed coders. It can be accessed through the following link: https://edq.med.navy.mil/schedule/.

  (3) MTF HIM coding supervisors and/or MRAs are responsible for completing the questionnaire for all new staff.

  (4) Use the trouble ticket process to submit any system issues or concerns, including the omission of pertinent coding staff members.

2. General System User Guidance

 a. Registration. By default the first time a user accesses the site, he or she will be redirected to the registration page. Role, region, and Defense Medical Information System (DMIS) Identification (ID) will be used to determine the user's permission level. Users will need to complete their information and click "Submit." Accounts will not become active until they have been approved by a NAVMISSA administrator.

  Required Registrant Information

  (1) E-mail. E-mail address where notifications will be sent.

  (2) Telephone. Contact number where they can be reached to validate their account.

  (3) Role. Administering a region, parent DMIS, or local MTF role.

  (4) Region. Assigned region.

  (5) DMIS ID. Assigned DMIS.

 b. Navigation

  (1) Home. Brings you to the Home Page of the site.

  (2) Personnel Views. Filters the personnel listing based upon the option selected.

   (a) My Personnel. Displays all records the user has permissions to view.

                    Enclosure (1)

(b) Coders. Displays all personnel identified as involved in HIM coding functions based on the Coder Role Identification Questionnaire.

(c) Non-Coders. Displays all personnel identified as not involved in HIM coding functions per the Coder Role Identification Questionnaire.

(d) New Personnel. Displays only "New" records (those added since the last personnel file import from Defense Medical Human Resources System Internet (DMHRSi)).

(e) Role Identification. Displays only records where the Coder Role Identification Questionnaire has not been completed.

(f) Hidden. Displays records previously hidden from view by the user.

(3) Reports (Not Active). Displays various reports depending on the option selected.

(4) Help. Displays help instructions for the current page and contact information (HRSchedulerHelp@med.navy.mil) to which users can submit issues to BUMED.

c. My Personnel Listing. This is the main screen where all actions flow. By default it will display all personnel records that the user has permissions to access.

(1) Reading the Screen

(a) Data Columns. The page consists of six columns with each row containing data pertaining to an individual. All populated fields including ID, Full Name, Primary Job, and DMIS are pulled from the DMHRSi.

(b) Action Button. The "Role Identification" columns consist of either a red or green block. Red means this step has not been performed and green means it has been completed. If completed, the date of completion will also be displayed. The colored box also acts as a link or button to perform the specified action. Role Identification refers to a worksheet of questions to determine whether a representative's role or job function will be impacted by the transition to ICD.

(2) Sorting. Clicking a column heading will sort the list by that column (A-Z). Clicking the column heading a second time will sort it descending (Z-A).

(3) Hiding a Record. Click the corresponding "Hide" link for the record to hide. This does NOT delete the record.

(4) Showing a Record. In the navigation menu, select "Personnel Views" > "Hidden." This will display all records the user has hidden. Click the corresponding "Show" link for the record to restore.

d. <u>Viewing/Verifying Personnel Information from DMHRSi</u>. From the Personnel listing, the user must click the Full Name of a staff member to view DMHRSi personnel data. This will bring you to the detailed information screen. Review ALL information to ensure accuracy. If a representative's data needs to be updated in DMHRSi, follow existing protocols and practices to contact facility HR staff or DMHRSi personnel to request an update. Once updated in DMHRSi, te correct information will flow over to the HR Scheduler upon the next import, currently scheduled on a bi-weekly basis. Note: User access to view DMHRSi data is only available for coding personnel; thus, the Coder Questionnaire must be completed first and must indicate that the individual in question performs coding functions as outlined in Coder Role Identification Questionnaire Pre-Survey.

e. <u>Adding Personnel</u>. The HR Scheduler currently does not allow users to manually add personnel into the system. If personnel who perform coding functions are missing from the user's "My Personnel" list, click "Help" > "Contact Us" to send a request directly to BUMED via the HRSchedulerHelp@med.navy.mil e-mail address. Deloitte consultants supporting the BUMED ICD-10 PMO will investigate the issue and follow-up with individuals submitting requests. It should be noted that individuals must have a DMHRSi profile and be in the 301, 357, 675, or 669 job series category in order to populate within the HR Scheduler.

f. <u>Role Identification Questionnaire</u>. The Role Identification Questionnaire seeks to identify HIM coding staff and their specific coding functions to enable the delivery of relevant role-based ICD-10 training programs. Individual Role Identification questionnaires can be found through the Personnel Listing, by clicking the corresponding "Verify" link/button under "Role Identification." This brings up the pre-survey of the Coder Role Identification Questionnaire, as depicted in figure 1 below.
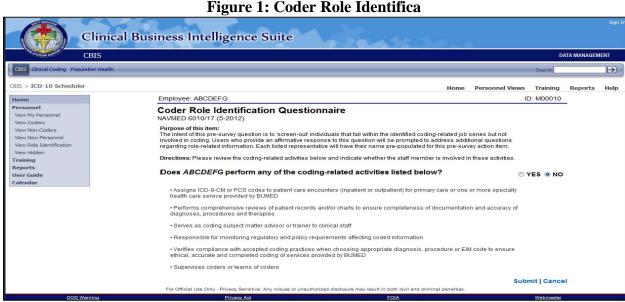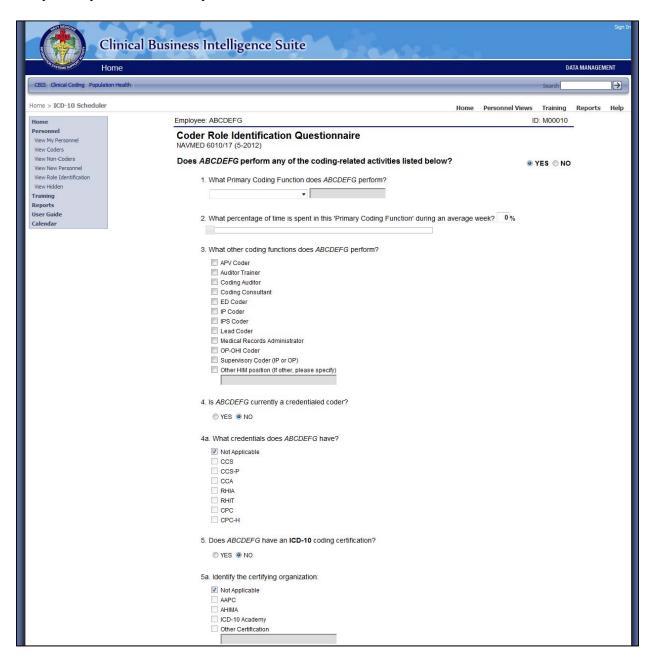
Figure 1: Coder Role Identifica

Figure 1: Coder Role Identification Questionnaire Pre-Survey

If "Yes" is selected, additional questions specific to coder roles and functions will appear on the screen, as depicted in Figure 2 below. After answering these questions, please click "Submit." When your responses have been successfully submitted you will receive a popup notification. Use the popup notification to navigate to the personnel list to complete the survey for remaining members or close the popup to remain on the current page. Once you have submitted responses for all of your staff, your actions for the Coder Role Identification Questionnaire are complete and you may exit out of the system.

Figure 2: Coder Role Identification Questionnaire

Enclosure (1)